

**Senate Committee on Appropriations  
Subcommittee on Financial Services and General Government**

**Outside Witness Testimony Instructions  
Fiscal Year 2020 Appropriations**

**Format:**

- Testimony (including any supporting material) should be a **maximum** of four (4) pages, on 8 ½” x 11” paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page, list the name of the person or organization submitting testimony; that it is prepared for the Subcommittee on Financial Services and General Government; and which Department, Agency and/or Program the testimony is addressing.

**Delivery:**

- Delivery is by electronic submission only, as described below. Other forms of delivery, including fax and delivery through the U.S. mail, will not be accepted.
- Please e-mail testimony to [finsec@appro.senate.gov](mailto:finsec@appro.senate.gov) with the subject line “FY20 FSGG OWT.”
- To facilitate printing, we will only accept testimony in Microsoft Word format.  
**DO NOT SEND PDF FILES.**
- In the email, please include contact information (name, email, physical address and telephone).

**Deadline:**

All material must be received no later than close of business, **Friday, May 24, 2019**. This deadline may be adjusted to accommodate outside witness testimony only for any subcommittee hearings that might occur after May 24.

Thank you.

Subcommittee on Financial Services and General Government Committee on  
Appropriations  
United States Senate Washington, DC 20510  
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